

State of Connecticut
Department of Social Services
JOB OPPORTUNITY

Accounting Careers Trainee

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Posting Date: May 21, 2012

Closing Date: June 1, 2012

Open To: The Public and State Employees
Position: Accounting Careers Trainee (AR-15)
Target Classification: Accountant (AR-23)
Posting No: 99758, 99765, 34381, 33367, 94773
Hours: 40 Hours Per Week
Salary: \$42,090.00 - \$54,328.00 Annually (AR-15)
\$60,593.00 - \$78,332.00 Annually (AR-23)
Location: 25 Sigourney Street, Hartford, CT 06106

Eligibility Requirement: (Use whatever part of this paragraph is applicable to your job posting.) State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

The Accounting Careers Trainee position is accountable for mastering the skills necessary to satisfactorily complete the training program for a professional accounting position.

Within the Division of Financial Management and Analysis, the six available positions would perform a variety of functions which would include but not be limited to the following:

Supporting fiscal functions related to the Medicaid Incentive Program for Electronic Health Record Technology. Specific duties may include the review and development of Federal reporting requirements for the Department's federal CMS 37 and 64 reports, as well as other duties related to Medicaid reporting and budgeting as needed.

Supporting revenue enhancement activities. Specific duties may include oversight and coordination of efforts for various internal and external revenue maximization activities and related revenue projects.

Supporting spending plan and related activities. Specific duties may include the review of Spending Plans and Purchase Orders for many of the Federal and State funded programs operated by the Department. Other budget and spending plans duties may be assigned as needed.

Supporting the division's federal reporting requirements. Specific duties may include the preparation of financial reports and resolution of financial issues for assigned federal reporting areas. Other related duties may be assigned as needed.

Supporting various revenue reporting activities. Specific duties may include a variety of revenue generating and reporting duties. Other related duties may be assigned as needed.

Supporting the general accounting and federal reporting duties. Specific duties may include the operation and maintenance of the Department's Random Moment Sampling system, GAAP reporting, and other chart of accounts related functions. Federal reporting duties may be assigned as needed.

NOTE: Applicants will be considered for all six positions included in this posting.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of accounting and auditing principles and practices; knowledge of business mathematics and statistics; some knowledge of business uses of data processing; some knowledge of effective report writing; ability to read and understand written materials.

EXPERIENCE AND TRAINING:

Possession of a Bachelor's degree in accounting or in a closely related business field with at least 15 semester hours in accounting.

PROMOTION:

Incumbents in this class are eligible for promotion without further competitive examination after the completion of a prescribed period of satisfactory service in their designated occupational specialty if they have permanent status and at least six months of service in the promoting agency.

TERM OF APPOINTMENT:

Appointment to positions in this class shall be for a period not to exceed twenty four (24) months unless there is a change in the employing agency or designated target class.

SCHEDULE OF STARTING SALARIES
FOR
ACCOUNTING CAREERS TRAINEE

Minimum Requirements	Hiring Rate	Completion of 1 year Year of Training
Bachelor's degree with 15 semester hours in accounting	Step 3	Step 5
Bachelor's degree with 30 semester hours in accounting	Step 5	Step 7

Accounting Careers Trainee
Page Three

Master's degree in a related field and 15 credits in accounting	Step 5	Step 7
Master's degree in a related field and 30 semester hours in accounting	Step 6	Step 7

Note: This position may be filled by candidates from mandatory Re-employment and SEBAC lists which we are obligated to use.

VERY IMPORTANT: If you do not possess a degree in Accounting, you must provide a copy of your college transcript that verifies you possess the minimum 15 semester hours in Accounting. Failure to include your transcripts with your application will disqualify you from consideration.

APPLICATION PROCEDURE: Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12). The application form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records. **Do not mail a copy of your application form if you have faxed the materials.** Please forward your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

Maria Taylor, Principal Human Resources Specialist
Department of Social Services
25 Sigourney Street – 12th Floor
Hartford, CT 06106

(860) 951-2979

APPLICATIONS MUST BE RECEIVED BY FRIDAY, June 1, 2012 CLOSE OF BUSINESS